

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0469411

DATE POSTED: 10/27/14

POSITION NO: 242104

CLOSING DATE: OUF

POSITION TITLE: Senior Social Worker

DEPARTMENT NAME / WORKSITE: Navajo Children & Family Services Program, Window Rock, Arizona

WORK DAYS: <u>Mon-Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB65A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>44,054.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>21.18</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Provides case management services on cases with high to moderate difficulty. Services will be provided to clients by completing initial and on-going case assessments, keeping an up-to-date case documentation and narratives in accordance to program policies, procedures and adhering to the overall Division of Social Services working manuals, federal laws, such as, Indian Child Welfare Act (ICWA), Adoption and Safe Families Act (ASFA), etc., state statutes and tribal laws, such as the Navajo Nation Alchini Bi Beehaz'aanii, Adoption Regulations, Foster Home Regulations, etc. Maintains regular contacts with clients by conducting face-to-face and/or telephone interviews and/or making home visits with parents, kinship providers and/or foster parents. Provides counseling to clients in need by encouraging them to be self-sufficient and provides technical assistance to ensure services are properly implemented and rendered to meet case goals and objectives. Advocates on behalf of clients to ensure clients are getting the best possible services from outside resources. Coordinates with and maintains a close working relationship with state and tribal resources and private services providers in planning and ensuring proper case management services are rendered throughout the life of the case; prepares collaterals to clients, courts and/or service providers, e.g., home studies, reports, letters and referrals for services, etc. Develops case plans by assessing client needs and strengths and makes decisions on services necessary to address the problems and/or issues and meeting permanency of children. Applies appropriate social work judgment by using Social Worker Code of Ethics, practices and principles to make decision on positive outcomes for clients; provides testimonies in state and tribal court proceedings pertaining to children in out-of-home care. Educate state and private service providers on Navajo traditional teachings, philosophies and customs to ensure Navajo children and families are being provided culturally relevant services. Incorporate such teachings in case plan goals when necessary and appropriate; conducts program service presentations and public education seminars on tribal, state and federal child welfare laws, e.g., Indian Child Welfare Act of 1978, Adoption & Safe Families Act of 1997, NN Adoption Regulations, Navajo Nation Alchini Bi Beehaz'aanii, and/or NN Foster Care Standards; Coordinates with and maintains a close working relationship with the NN Department of Justice (NNDOJ) and state legal departments to ensure client's needs are met. Conducts case staffing when deemed necessary with NNDOJ, state child welfare agencies and/or local resources; Coordinates with state child welfare agencies in implementing treatment case plans. Facilitates with tribal social service offices, tribal courts and tribal prosecutor's office in placement of children with on-reservation families; Develops an intensive relationship with families in order to provide needed services. Complies with all legal and court-related requirements related to agency's role and legal responsibility for each child in the program. Maintains monthly contacts with clients and arranges visitation between child/natural families and/or potential adoptive and relative foster care providers; Completes monthly/quarterly statistical reports and performs other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Social Work; and three (3) years professional social services work experience under professional supervision.

Preferred Qualifications:

- A Masters Degree in Social Work.
- Proficient in Microsoft Office software or other computer applications.
- Licensed Independent Social Worker (LISW).

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the theories, principles, and techniques of the social work field; knowledge of social casework objectives, principles, methods & caseload management and organization; Knowledge of the Tribal codes, court systems & their applications; Knowledge of counseling and interviewing techniques; knowledge of Navajo traditional customs; skill in communicating effectively in both oral and in writing; skill in applying professional social work principles, theories, concepts & techniques; skill in interacting with clients from various cultural, economic and spiritual backgrounds; skill in meeting documentation standards for social work agencies; ability to perform complex & specialized casework services with considerable independence.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.